

New Program Code **Replace Program Code**

Date: 12-01-2021

REQUESTOR CONTACT INFORMATION

Name Kale'a Silva Campus Leeward CC
 Title Associate Professor - AST Coordinator Email jaydene@hawaii.edu
 Office/Dept Teacher Education/Social Science Phone 8084550397

NEW PROGRAM CODE TO CREATE

Institution LEE-Leeward Community College Campus LEE-Leeward Community College
 Level UG-Undergraduate Effective Term Spring 2022

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>IN</u>	<u>Instructional</u>	<input type="checkbox"/> See Banner form STVCOLL
Department	(4) <u>SSCI</u>	<u>Social Science</u>	<input type="checkbox"/> See Banner form STVDEPT
Degree/Certificate	(6) <u>AS</u>	<u>Associate in Science</u>	<input type="checkbox"/> See Banner form STVDEGC
Major	(4) <u>TCH2/D</u>	<u>Teaching (Distance)</u>	<input checked="" type="checkbox"/> See Banner form STVMAJR
Concentration	(4) _____	_____	<input type="checkbox"/> See Banner form STVMAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STVMAJR

If a similar major/concentration code exists in Banner, please list the code: _____

Justification to warrant a new major/concentration code similar to an existing major/concentration code:

Requesting new code for distance/online program.

Is this major/concentration code being used the same way at the other UH campuses? Yes No

Should this program be available for applicants to select as their planned course of study on the online application? *If yes, student may select the code as their only program of study.* Yes No

RULES PERTAINING TO FINANCIAL AID AND 150% DIRECT SUBSIDIZED LOAN LIMIT LEGISLATION

Is 50% or greater of the classes in this program offered at a location other than the Home Campus? Yes No

Is this program/major/certificate financial aid eligible? Yes No

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? Yes No

See <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>

Program Length

In academic years; decimals are acceptable. The length of the program should match what is published by the campus in any online and/or written publication.

2 - 3 years

Special Program Designations

See *Special Program Designations Code Definitions on IRAO Program Code Request webpage*

A B N P T U

Required Terms of Enrollment: Fall Spring Summer Extended

EXISTING PROGRAM CODE TO REPLACE, IF APPLICABLE

Program Code _____	Program Description _____	
Institution _____	Campus _____	Leeward CC
College _____	Department _____	
Level _____		

Are current students "grandfathered" under the program code? Yes No

Should the old program code be available for use in Banner? Yes No

Effective , old program code will no longer be available to admit or recruit students.
Term (ie. Fall 2020)

This will turn off the online application, recruitment (effects Banner forms SRASUMI and SRAQUIK) and admissions (effects Banner forms SAADCRV, SAAADMS, SAASUMI, SAAQUIK, and SAAQUAN) Banner modules.

Effective , old program code will no longer be available to award degree to students.
Term (ie. Fall 2020)

This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.

ATTACHMENTS

BOR Approved: Sole-credential Certificate, Associate, Bachelor and Graduate Degrees, and sole credential certificates

- BOR Meeting Minutes & Supporting Documents Curriculum

Chancellor Approved: Concentrations, Certificates and Associate in Technical Studies (ATS) Degree

- Memo from Chancellor to notify Vice President for Academic Planning and Policy regarding program action.
 Curriculum

CERTIFICATES ONLY: Please check one (1) statement. This certificate is a...

BOR approved certificate. BOR Meeting/Approval Date: _____

Chancellor approved within an authorized BOR program. BOR Program: _____

Chancellor approved CO in accordance with UHCCP 5.203, Section IV.B.10.

VERIFICATIONS

By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.

<p>Registrar (Print Name)</p> <p>Grant Helgeson</p> <hr/> <p><small>Grant Helgeson Digitally signed by Grant Helgeson Date: 2021.12.01 16:37:06 -1000'</small></p> <p>Signature _____ Date _____</p>	<p>Financial Aid Officer (Print Name)</p> <p>Gregg Yoshimura</p> <hr/> <p><small>Gregg Yoshimura Digitally signed by Gregg Yoshimura Date: 2021.12.01 10:23:21 -1000'</small></p> <p>Signature _____ Date 12/01/21</p>	<p>For Community Colleges, verification of consultation with OVPC Academic Affairs:</p> <p>--Tammi Oyadomari-Chun</p> <hr/> <p><i>Della Teraoka</i> 6/7/2022</p> <p>Signature _____ Date _____</p> <p>Della Teraoka, Int Dir of Acad Progs</p>
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ADDITIONAL COMMENTS

Can someone answer "Is 50% or greater of the classes in this program offered at a location other than the Home Campus (Leeward CC)? No. Leeward offers 50% or more of the course work.

Teaching: Associate in Science

Description

The Associate in Science in Teaching (AST) degree program seeks to improve equity and access to teacher education for underrepresented groups and non-traditional students. The program seeks to address the critical teacher shortage in the state of Hawai'i by providing quality pre-service teachers who are locally educated and culturally sensitive to schools in their own communities. The degree is considered terminal as graduates are prepared to enter the Hawai'i Department of Education (HIDOE) as highly qualified para-educators (Educational Assistants, Part-time teachers, paraprofessional tutors). The degree is also considered transfer as graduates enter bachelor's degree programs at the university level.

Program Learning Outcomes

Upon completion of the program, students will be able to do the following:

- The successful candidate will be collaborative: able to analyze, collaborate in and value learning communities to ensure learner growth and evaluate his/her own effectiveness.
- The successful candidate will be student-oriented: able to analyze, implement, and value developmentally appropriate instructional and assessment strategies and positive learning environments to ensure growth for all learners and evaluate his/her own effectiveness.
- The successful candidate will be relevant: able to analyze, design, implement, assess, and value standards-based lesson plans that are contextually, culturally, and technologically relevant to reach all learners and evaluate his/her own effectiveness.
- The successful candidate will be effective: able to reflect on, demonstrate, and use as a model his/her own professional development to ensure growth for all learners and evaluate his/her own effectiveness.

Program: [Education](#)

Type: Associate in Science (AS)

General Education Requirements

Item #	Title	Credits
	Written Communications (FW)	3
	Foundations Quantitative (FQ)	3
	Foundations Global Multicultural Perspectives (FG)	6
	Diversification Arts (DA)	3
	Diversification Social Sciences (DS-ED)	3
	Diversification Biological Sciences (DB)	3
	Diversification Physical Science (DP)	3
	Diversification Science Lab (DY)	1
	Sub-Total Credits	25

Education Electives*

Item #	Title	Credits
ED 100	Introduction to Education and Teaching	3
ED 237	Indigenous Perspectives in Teaching	3

ED 279	Educational Media and Technology	3
ED 282	Collaboration: Roles and Responsibilities As a Member of the Multi-disciplinary Team	3
ED 282C	Collaboration and Teaming Practicum	1
ED 283	Partnerships with Culturally and Linguistically Diverse Families	3
ED 284	Foundations of Inclusion in Teaching	3
ED 286	Students with Exceptionalities I	3
ED 289	Educational Psychology	3
ED 296	Introduction to Art, Music and Creative Movement in the Classroom	3
HAW 101	Elementary Hawaiian I	4
MATH 111	Math for Elementary Teachers I	3
	Sub-Total Credits	9

Education Core**

Item #	Title	Credits
ED 285	Classroom Management Within the Instructional Process	3
ED 290	Foundations of Education	3
ED 291	Developing Language & Literacy I	3
ED 277	Introduction to Multicultural Education	3
ED 295	Field Experience in Education	1
	Sub-Total Credits	13

Graduation Requirements

Item #	Title	Credits
ENG 200	Composition II	3
HWST 107	Hawai'i: Center of the Pacific	3
PSY 100	Survey of Psychology	3
	PSY 240, HDFS 230 (Options)	3
	SP 151, SP 251, COM 210H (Options)	3
	Sub-Total Credits	15
	Total credits for degree:	62

Section 2. General Information-Please complete all information in this section.	
Campus Information	Campus Name: Leeward CC
	Originating College or Department: Social Sciences
Proposed Program Information	Program Title: Teacher Education Program
	Name of Degree to Be Conferred Upon Completion: Associate in Science in Teaching
	Award(s) (e.g., A.A., B.S., Certificate): AS (see all certificates)
	Number of Required Credits: 62
Program Contact Information	Name and Title: Michael Cawdery, Coordinator Telephone: 455-0361 E-mail: cawdery@hawaii.edu

Section 3: Program Information

Proposed term start date: Spring 2022
year (YYYY)

Will students in the program be part of a structured cohort? Yes No
If yes, will non-cohort students be able to register for the courses on a space available basis? Yes No

Term length (in weeks) for course for the fully online program?

Full-term 16-week 15-week (UHWO only)
Part-of-term 8-week* 5-week*

* If using parts of term courses, dates must follow the [approved calendar](#)

Describe any face-to-face requirements that are part of the program (e.g. on campus orientation or on campus residency requirement). If none, then, indicate "Not Applicable."

Currently, none are required. However, individual courses may require field experience.

Attach a list of proposed courses, pre-requisites, and total number of courses. Include a program map and/or advising sheet (i.e. STAR pathway); OR provide the URL for this information in the space below:

<https://docs.google.com/document/d/1RbSt6u5nYqhptS1t5Au0k0Nxoz71mVERnfGQyeobVDk/share>

Attach copies of the approved substantive change letter or administrative approval letter from WASC or ACCJC; OR provide the URL for this information in the space below:

For 4-year Campuses Only:

Provide evidence that all courses in the academic program map (including any general education, electives and/or graduation requirements) have been offered in the Distance-Completely Online instructional method format during the last two years and/or evidence the campus's commitment to offer the courses in the academic program map once approved as a fully online program.

Section 4: Organizational Commitment

Describe how the department will support faculty development for teaching online, including the pedagogical and communication strategies to function effectively.

The Teacher Education program was an early adopter of fully online education. Our instructors have over 10 years of experience. We have may coordinated efforts to standardize delivery for consistency and ease of navigation. Addiitonally, many of our instructors are certified Quality Matters instructors. Also, our courses are assessed using the Leeward CC DE guidelines.

Section 5: Learner Support

Do program materials clearly define how students can access support services? Yes No

Has the Director of Financial Aid updated the Eligibility and Certificate of Approval Report (ECAR) or have the letter of administrative approval on file if students in this program will be eligible for federal student aid? Yes No

What student services and resources are available for students in an online format (without visiting campus)?

Orientation to Online Learning (basics of online learning, technology, etc) Yes No

Program Orientation (specific information about being a student in your academic program) Yes No

Academic Advising/Counseling Yes No

Tutoring Yes No

Library Services Yes No

Testing Yes No

Career Services Yes No

Financial Aid Counseling Yes No

Mental Health Counseling Yes No

Other:

Section 6: Students Located Outside of Hawai'i

Where can students be located? (Check all that apply)

Any U.S. State

Any U.S. Territory

Foreign Location*

*Please be aware of any international compliance regulations and tax implications that may be in effect for foreign locations. Students in [sanctioned countries](#) may not be admitted.

Section 7: State Authorization

UH System programs must comply with all "authorization to operate" regulations that are in place in other U.S. states where the institution has enrolled students or is otherwise active, based on each state's definitions.

Does your institution have NC-SARA approval providing reciprocity for state authorization?

Yes No

Federal regulations require institutions delivering courses by distance education to provide students or prospective students with contact information for filing complaints with the state approval or licensing entity in the student's state of residency and any other relevant state official or agency that would appropriately handle a student's complaint. What is the URL on your institution's website where contact information for filing complaints for students in this program is posted? NOTE: Information about the Student Complaint Process is outlined by NC-SARA [here](#).

What is the URL of your institution's website where contact information for filing complaints for students in this program posted?

<http://www.leeward.hawaii.edu/files/StudentComplaintForm.pdf>

Does your program lead to professional licensure?

Yes No

Institutions are required to "keep all students, applicants and potential students who have contacted the Institution about the course or program informed as to whether successful completion of such offerings would actually meet state licensing or post-licensing requirements."

If the program leads to professional licensure, has the program determined whether the course/program meets professional licensure requirement in the state where student/applicant is located and has a method to provide information in writing to the students?

Yes No

Chief Academic Officer Approval

Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation, and the institution's commitment to support the proposed program. *E-signatures are acceptable.*

Name and title: Michael Cawdery, Coordinator Teacher Education Program

Signature and date: Michael Cawdery

Digitally signed by Michael Cawdery
Date: 2021.10.15 09:57:13 -10'00'

10/11/2021